

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Director of Administrative Services		
TITLE CODE: 1130	SERIES: Administrative	
SELECTION METHOD: 100% qualifying		SALARY: (MIN-MID) \$22.31-\$28.66/HR GRADE: 24 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Local Health Department Director		
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT		

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Has overall responsibility for the administrative services and functions to provide support of the day to day operation of the agency and meet the various federal and state requirements, including financial management, personnel administration, purchasing, facilities, data processing, inventory, contract services, leases, procurement of goods, services, land, real property etc.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: A Masters degree in Business Administration, Public Administration, Public Health, Community Health, Accounting, Human Resource Management, Industrial or Labor Relations.

EXPERIENCE: Four (4) years experience in finance, personnel, technology etc., experience must demonstrate considerable knowledge and ability in each of the functional disciplines involved with Bachelors Degree.

SUBSTITUTION CLAUSE: N/A

EDUCATION: N/A

EXPERIENCE: A Bachelors degree with a major in Business Administration, Public Administration, Community Health, Public Health, Accounting, Human Resource Management, Industrial or Labor Relations and one (1) year of experience in finance, personnel, technology, etc. (Experience must demonstrate considerable knowledge and abilities in each of the functional disciplines involved) will substitute for education.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) None

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Oversees and directs the maintenance of the agency's financial operation within limits prescribed by law, oversees a comprehensive agency accounting program which complies with GAAP, coordinates the accounting operation, directs operational analyses of accounting systems, subsystems and procedures, directs the agency's technology planning program and information technology resources, directs the preparation of statutory, regulatory and financial reports, reviews or delegates the review of report contents, oversees and coordinates the preparation of the annual budget, administers budget and its execution for the agency. Provides special analyses and reports to Director and/or Board of Health, represents agency in accounting related interactions/negotiations with other parties, and directs patient billing for the health department in accordance with PPHR, AR, local and state requirements, monitors inventory, approves/recommends selection, transfer, promotion, evaluation and termination of employees according to local personnel regulations and supervises assigned staff.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 7/1/06

DATE OF LAST REVISION: 09/10/09

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.